

## **WATER RESOURCES MANAGEMENT PROGRAM PROJECT OFFICER**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs difficult professional and administrative work overseeing the Fauquier Water Resource Management Program.; does related work as required. Work is performed under general supervision. Officer works under the direction of the County Administrator or designee.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Managing and developing Fauquier County Water Resource Management Program; ensures compliance of all applicable codes, laws, rules, regulations, standards, policies and procedures with multiple governing agencies; preparing reports, serving as an advisor on multiple committees, boards, tasks forces, and planning team.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manages the County's Water Resource Management Program.
- Develops and implements strategic long and short term initiatives pertaining to the program.
- Develops policies and procedures;
- Coordinates local, regional, and state staff.
- Develops and directs WRMP programs, services, and resources.
- Coordinates with the local Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, and Design Standards Manual; the state TMDL and Tributary Strategy Implementation Plans; and the federal Clean Water Act and Chesapeake Act.
- Interprets, applies, and ensure compliance with all applicable codes, laws rules, regulations, standards, policies, and procedures; initiates action for compliance.
- Writes and interprets water related policies and regulations.
- Develops and administers program budget; develops and implements RFPs and contracts with Finance department.
- Manages hired consultants on long term water related contracts, establishes criteria for contracts and administers the deadlines and deliverables.
- Writes, reviews, and administers water related grants.
- Serves as an advisor to the County Board of Supervisors and Planning Commission regarding water related policy, including land use, zoning, and federal and state programs; serves as lead staff on the Water Resource Management Program Committee;
- Provides guidance and assistance to the public.
- Conducts research and analyses of water data.
- Identifies trends and analyzes new developments; applies information to plans, programs, and policies.
- Prepares, presents and distributes statistical and operational reports.
- Serves as a member of various boards, tasks forces, committees and management and planning teams; serves as a liaison between the County and local, state and federal agencies, the media, citizen groups, non profit organizations and the general public.
- Attend meetings and make presentations as required.
- Prepares and presents water related materials to the Planning Commission, Board of Supervisors, and public.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles and practices of water resource management, thorough knowledge of the principles and practices of land use planning; thorough knowledge of the Design Standards Manual; thorough knowledge of county, state and federal codes, standards, and ordinances pertinent to land development; general knowledge of the methods, techniques, and equipment used in agricultural and forestall activities; ability to interpret and analyze technical and statistical information and to prepare written reports; ability to establish and maintain effective working relationships with professional colleagues, employees, and representatives of other public agencies.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from any four year accredited college or university with a major in water resources management, environmental science or policy, land use planning, sanitary engineering, soils science, or hydrology with 2-3 years progressively responsible professional experience in public works, utility engineering, land development, civil or municipal engineering.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

None.